



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

Washington  
D.C.  
20250

FmHA AN No. 2246 (1910)

March 14, 1991

SUBJECT: Farmer Programs (FP)  
Insured Loan Processing Checklists

TO: State Directors, District Directors and County  
Supervisors

ATTN: Farmer Programs Chiefs

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to provide general checklists for processing insured FP loans. The intended outcome is to ensure all applicable loan making forms are considered during loan docket preparation; to provide a quick reference; and to provide for loan docket consistency on a nationwide basis.

COMPARISON WITH PREVIOUS AN:

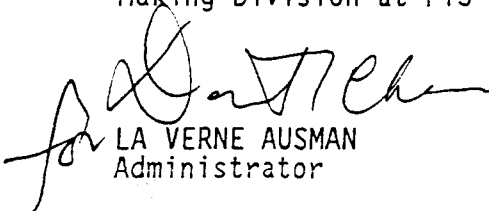
No previous ANs have been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

Coordinated Assessment Reviews and Insured Loan Quality Reviews reflect a wide variation between and within States on the use and content of insured loan processing checklists. Thus, Attachment A, "Processing Checklist for Operating, Farm Ownership and Soil and Water Loans" and Attachment B, "Processing Checklist for Emergency Loans," have been prepared to provide general checklists for processing FP insured loans.

These checklists may be modified and updated to include forms required by individual States. If processing checklists are already in place, they should conform to current regulations, and as a minimum contain the information included in the attached checklists. All FP loans approved after the subject AN issue date must have a corresponding checklist located in position 3 of the borrower's case file.

State Office personnel with questions should contact the Farmer Programs Loan Making Division at FTS 382-1632.

  
LA VERNE AUSMAN  
Administrator

Attachments

EXPIRATION DATE: March 31, 1992

FILING INSTRUCTIONS:  
Preceding FmHA  
Instruction 1910-A



Farmers Home Administration is an Equal Opportunity Lender.  
Complaints of discrimination should be sent to:  
Secretary of Agriculture, Washington, D.C. 20250

POSITION 3

## INSURED LOAN PROCESSING CHECKLIST

☐ Operating      ☐ Farm Ownership      ☐ Soil and Water

<u>Applicant</u>	<u>County Office</u>	<u>Date 410-1</u>	<u>Date Complete Appl.</u>	<u>Loan Amount</u>
------------------	----------------------	-------------------	----------------------------	--------------------

- \_\_\_\_\_ 1. Form FmHA 410-1, "Application for FmHA Services."
- \_\_\_\_\_ 2. Exhibit A to 1910-A, "Letter for Information Needed for a Complete (Documentation Sent) Farmer Programs Application."
- \_\_\_\_\_ 3. Form FmHA 410-7, "Notification to Applicant on Use of Financial Information from Financial Institution."
- \_\_\_\_\_ 4. Form FmHA 410-9, "Statement Required by the Privacy Act."
- \_\_\_\_\_ 5. Form FmHA 1910-5, "Request for Verification of Employment."
- \_\_\_\_\_ 6. Form FmHA 1910-11, "Applicant Certification, Federal Collection Policies for Consumer or Commercial Debts."
- \_\_\_\_\_ 7. Form FmHA 440-32, "Request for Statement of Debts and Collateral."
- \_\_\_\_\_ 8. Form FmHA 1940-38, "Request for Lender's Verification of Loan Application."
- \_\_\_\_\_ 9. Credit Report.
- \_\_\_\_\_ 10. Documentation - Farm Training, Background and Farm Experience.
- \_\_\_\_\_ 11. Documentation - Test for Credit.
- \_\_\_\_\_ 12. Documentation - Crop Insurance Requirement.
- \_\_\_\_\_ 13. Production History - 5 years.
- \_\_\_\_\_ 14. Financial History - 5 years.
- \_\_\_\_\_ 15. Form FmHA 431-1, "Long-Time Farm and Home Plan."
- \_\_\_\_\_ 16. Form FmHA 431-2, "Farm and Home Plan."
- \_\_\_\_\_ 17. Form FmHA 431-4, "Business Analysis - Nonagricultural Enterprise."
- \_\_\_\_\_ 18. Form FmHA 1962-1, "Agreement for the Use of Proceeds/Release of Chattel Security."
- \_\_\_\_\_ 19. Form FmHA 1960-12, "Financial and Production Farm Analysis Summary."
- \_\_\_\_\_ 20. Form AD 1047, "Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions."

- \_\_\_\_ 21. Form AD-1026, "Highly Erodible Land and Wetland Conservation Certification."
- \_\_\_\_ 22. Form SCS-CPA-26, "Highly Erodible Land and Wetland Conservation Determination."
- \_\_\_\_ 23. Form FmHA 1940-20, "Request for Environmental Information."
- \_\_\_\_ 24. Form FmHA 1940-21, "Environmental Assessment for Class I Action."
- \_\_\_\_ 25. Form FmHA 1940-22, "Environmental Checklist for Categorical Exclusions."
- \_\_\_\_ 26. FmHA Form Letter 1940-G-1, "Letter to Provide Applicants with Notification of the Requirements of Exhibit M of FmHA Instruction 1940-G."
- \_\_\_\_ 27. FmHA Guide Letter No. 1924-B-1, "County Supervisor Notification to Applicants and Borrowers About Limited Resource Loans."
- \_\_\_\_ 28. Exhibit B to 1910-A, "Letter to Notify Socially Disadvantaged Applicant(s)/Borrower(s) regarding the Availability of Direct Farm Ownership (FO) Loans and the Acquisition/Leasing of FmHA Acquired Farmland."
- \_\_\_\_ 29. Exhibit C to 1910 A, "Letter to Notify Applicant(s)/Borrower(s) of Their Responsibilities in Connection with FmHA Farmer Loan Programs."
- \_\_\_\_ 30. Form FmHA 440-2, "County Committee Certification or Recommendation."
- \_\_\_\_ 31. Letter of Eligibility/Ineligibility.
- \_\_\_\_ 32. Form FmHA 1924-1, "Development Plan."
- \_\_\_\_ 33. Form FmHA 1924-2, "Description of Materials."
- \_\_\_\_ 34. Form FmHA 1924-3, "Service Building Specifications."
- \_\_\_\_ 35. Form FmHA 400-1, "Equal Opportunity Agreement."
- \_\_\_\_ 36. Form FmHA 400-3, "Notice to Contractors and Applicants."
- \_\_\_\_ 37. Form FmHA 400-4, "Assurance Agreement."
- \_\_\_\_ 38. Form FmHA 400-6, "Compliance Statement."
- \_\_\_\_ 39. Form FmHA 440-34, "Option to Purchase Real Property."
- \_\_\_\_ 40. Form FmHA 440-35, "Acceptance of Option."
- \_\_\_\_ 41. Form FmHA 440-58, "Estimate of Settlement Costs."
- \_\_\_\_ 42. Form FmHA 1940-51, "Crop-Share-Cash- Farm Lease."
- \_\_\_\_ 43. Form FmHA 1940-53, "Cash Farm Lease."

- \_\_\_\_\_ 44. Form FmHA 1940-55, "Livestock-Share Farm Lease."
- \_\_\_\_\_ 45. Form FmHA 1940-56, "Annual Supplement to Farm Lease."
- \_\_\_\_\_ 46. Form FmHA 422-1, "Appraisal Report - Farm Tract."
- \_\_\_\_\_ 47. Form FmHA 422-10, "Appraiser's Worksheet - Farm Tract (Study of Comparable Properties)."
- \_\_\_\_\_ 48. Form FmHA 422-2, "Supplemental Report - Irrigation, Drainage, Levee and Minerals."
- \_\_\_\_\_ 49. Form FmHA 1922-11, "Appraisal for Mineral Rights."
- \_\_\_\_\_ 50. Form FmHA 422-3, "Map of Property."
- \_\_\_\_\_ 51. Form FmHA 440-21, "Appraisal of Chattel Property."
- \_\_\_\_\_ 52. Form FmHA 403-1, "Debt Adjustment Agreement."
- \_\_\_\_\_ 53. Form FmHA 1940-1, "Request for Obligation of Funds."
- \_\_\_\_\_ 54. Form FmHA 440-25 or 440-A25, "Financing Statement."
- \_\_\_\_\_ 55. Form FmHA 440-13, "Report of Lien Search."
- \_\_\_\_\_ 56. Form FmHA 440-4, "Security Agreement (Chattels and Crops)."
- \_\_\_\_\_ 57. Form FmHA 440-15, "Security Agreement (Insured Loans to Individuals)."
- \_\_\_\_\_ 58. Form FmHA 427-4, "Transmittal of Title Information."
- \_\_\_\_\_ 59. Form FmHA 427-9, "Preliminary Title Opinion."
- \_\_\_\_\_ 60. Form FmHA 427-13, "Waiver of Encumbrances, Exceptions and Reservations."
- \_\_\_\_\_ 61. Form FmHA 427-5, "Affidavit of Borrowers (or Transferees)."
- \_\_\_\_\_ 62. Form FmHA 427-6, "Affidavit of Sellers (or Transferors)."
- \_\_\_\_\_ 63. Form FmHA 427-8, "Agreement with Prior Lienholder."
- \_\_\_\_\_ 64. Form FmHA 441-12, "Agreement for Disposition of Jointly Owned Property."
- \_\_\_\_\_ 65. Form FmHA 443-17, "Agreement to Sell Nonessential Real Estate."
- \_\_\_\_\_ 66. Form FmHA 440-26, "Consent and Subordination Agreement."
- \_\_\_\_\_ 67. Form FmHA 441-5, "Subordination Agreement."
- \_\_\_\_\_ 68. Form FmHA 441-10, "Nondisturbance Agreement."
- \_\_\_\_\_ 69. Form FmHA 443-16, "Assignment of Income from Real Estate Security."

70. Form FmHA 441-8, "Assignment of Proceeds from the Sale of Agricultural Products."
71. Form FmHA 441-13, "Division of Income and Nondisturbance Agreement."
72. Form FmHA 441-17, "Certification of Obligation to Landlord."
73. Form FmHA 441-18, "Consent to Payment of Proceeds from Sale of Agricultural Products."
74. Form FmHA 441-25, "Assignment of Proceeds from the Sale of Dairy Products and Release of Security Interest."
75. Crop Insurance - Assignment of Indemnity.
76. ASCS Assignment.
77. Form FmHA 1940-17, "Promissory Note."
78. Form FmHA 440-9, "Supplementary Payment Agreement."
79. Form FmHA 402-1, "Deposit Agreement."
80. Form FmHA 402-2, "Statement of Deposit and Withdrawals."
81. Form FmHA 440-45, "Nondiscrimination Certificate."  
(Individual Housing)
82. Form FmHA 427-1, "Real Estate Mortgage."
83. Warranty Deed.
84. Form FmHA 427-10, "Final Title Opinion."
85. Form FmHA 427-17, "Loan Closing Statement."
86. Form FmHA 1940-59, "Settlement Statement."
87. Form FmHA 2006-20, "Classification of FP Borrower Account."

LOAN CLOSING CONDITIONS - SECURITY FOR LOAN:

PROCESSED BY: \_\_\_\_\_ APPROVING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FORM FmHA 1940-1, "REQUEST FOR OBLIGATION OF FUNDS."

Total Loan		Purpose	SBA
\$ _____	Immediate Advance	_____	_____
\$ _____	FP _____	_____	_____
\$ _____	FP _____	_____	_____
\$ _____	FP _____	_____	_____

FORM FmHA 1940-17, "PROMISSORY NOTE"

ESTIMATED CLOSING DATE & FACTOR \_\_\_\_\_

NUMBER OF INSTALLMENTS \_\_\_\_\_ INTEREST RATE \_\_\_\_\_

DATE OF INSTALLMENT	PRINCIPAL SCHEDULE	TOTAL SCHEDULED INSTALLMENT	ACCRUED INTEREST	UNPAID ACCRUED INTEREST	PRINCIPAL BALANCE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FINAL INSTALLMENT, IF APPLICABLE \_\_\_\_\_

TOTALS \$ \_\_\_\_\_ \$ \_\_\_\_\_

POSITION 3

EMERGENCY LOAN PROCESSING CHECKLIST

Applicant	County Office	Date 410-I	Date Complete	Loan Amount	Loan Type
_____					1. Form FmHA 410-1, "Application for FmHA Services."
_____					2. Exhibit A to 1910-A, "Letter for Information Needed for a Complete (Documentation Sent) Farmer Programs Application."
_____					3. Form FmHA 410-7, "Notification to Applicant on Use of Financial Information from Financial Institution."
_____					4. Form FmHA 410-9, "Statement Required by the Privacy Act."
_____					5. Form FmHA 1910-5, "Request for Verification of Employment."
_____					6. Form FmHA 1910-11, "Applicant Certification, Federal Collection Policies for Consumer or Commercial Debts."
_____					7. Form FmHA 440-32, "Request for Statement of Debts and Collateral."
_____					8. Form FmHA 1940-38, "Request for Lender's Verification of Loan Application."
_____					9. Credit Report.
_____					10. Documentation - Farm Training, Background and Farm Experience.
_____					11. Documentation - Test for Credit.
_____					12. Documentation - Essential and Nonessential Assets.
_____					13. Documentation - Crop Insurance Requirement. See FmHA Instruction 1945-D, paragraphs 1945.167 (a) and 1945.169 (n).
_____					14. Form FmHA 1945-22, "Certification of Disaster Losses."
_____					15. Form FmHA 1945-26, "Calculation of Actual Losses."
_____					16. Form FmHA 1945-29, "ASCS Verification of Farm Acreages, Production and Benefits."
_____					17. Production History - 5 years.
_____					18. Financial History - 5 years.
_____					19. Form FmHA 431-1, "Long-Time Farm and Home Plan."
_____					20. Form FmHA 431-2, "Farm and Home Plan."
_____					21. Form FmHA 431-4, "Business Analysis - Nonagricultural Enterprise."
_____					22. Form FmHA 1962-1, "Agreement for the Use of Proceeds/Release of Chattel Security."

- \_\_\_\_\_ 23. Form FmHA 1960-12, "Financial and Production Farm Analysis Summary."
- \_\_\_\_\_ 24. Form AD 1047, "Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions."
- \_\_\_\_\_ 25. Form AD-1026, "Highly Erodible Land and Wetland Conservation Certification."
- \_\_\_\_\_ 26. Form SCS-CPA-26, "Highly Erodible Land and Wetland Conservation Determination."
- \_\_\_\_\_ 27. Form FmHA 1940-20, "Request for Environmental Information."
- \_\_\_\_\_ 28. Form FmHA 1940-21, "Environmental Assessment for Class I Action."
- \_\_\_\_\_ 29. Form FmHA 1940-22, "Environmental Checklist for Categorical Exclusions."
- \_\_\_\_\_ 30. FmHA Form Letter 1940-G-1, "Letter to Provide Applicants with Notification of the Requirements of Exhibit M of FmHA Instruction 1940-G."
- \_\_\_\_\_ 31. FmHA Guide Letter No. 1924-B-1, "County Supervisor Notification to Borrowers and Applicants About Limited Resource Loans."
- \_\_\_\_\_ 32. Exhibit C to 1910 A, "Letter to Notify Applicant(s)/Borrower(s) of Their Responsibilities in Connection with FmHA Farmer Loan Programs."
- \_\_\_\_\_ 33. Form FmHA 440-2, "County Committee Certification or Recommendation."
- \_\_\_\_\_ 34. Letter of Eligibility/Ineligibility.
- \_\_\_\_\_ 35. Form FmHA 1924-1, "Development Plan."
- \_\_\_\_\_ 36. Form FmHA 1924-2, "Description of Materials."
- \_\_\_\_\_ 37. Form FmHA 1924-3, "Service Building Specifications."
- \_\_\_\_\_ 38. Form FmHA 400-1, "Equal Opportunity Agreement."
- \_\_\_\_\_ 39. Form FmHA 400-3, "Notice to Contractors and Applicants."
- \_\_\_\_\_ 40. Form FmHA 400-4, "Assurance Agreement."
- \_\_\_\_\_ 41. Form FmHA 400-6, "Compliance Statement."
- \_\_\_\_\_ 42. Form FmHA 440-34, "Option to Purchase Real Property."
- \_\_\_\_\_ 43. Form FmHA 440-35, "Acceptance of Option."
- \_\_\_\_\_ 44. Form FmHA 440-58, "Estimate of Settlement Costs."
- \_\_\_\_\_ 45. Form FmHA 1940-51, "Crop-Share-Cash Farm Lease."
- \_\_\_\_\_ 46. Form FmHA 1940-53, "Cash Farm Lease."



- \_\_\_\_\_ 47. Form FmHA 1940-55, "Livestock-Share Farm Lease."
- \_\_\_\_\_ 48. Form FmHA 1940-56, "Annual Supplement to Farm Lease."
- \_\_\_\_\_ 49. Form FmHA 422-1, "Appraisal Report - Farm Tract."
- \_\_\_\_\_ 50. Form FmHA 422-10, "Appraiser's Worksheet - Farm Tract (Study of Comparable Properties)."
- \_\_\_\_\_ 51. Form FmHA 422-2, "Supplemental Report - Irrigation, Drainage, Levee and Minerals."
- \_\_\_\_\_ 52. Form FmHA 1922-11, "Appraisal for Mineral Rights."
- \_\_\_\_\_ 53. Form FmHA 422-3, "Map of Property."
- \_\_\_\_\_ 54. Form FmHA 1945-15, "Value Determination Worksheet (EM Loans Only)."
- \_\_\_\_\_ 55. Form FmHA 403-1, "Debt Adjustment Agreement."
- \_\_\_\_\_ 56. Form FmHA 1940-1, "Request for Obligation of Funds."
- \_\_\_\_\_ 57. Form FmHA 440-25 or 440-A25, "Financing Statement."
- \_\_\_\_\_ 58. Form FmHA 440-13, "Report of Lien Search."
- \_\_\_\_\_ 59. Form FmHA 440-4, "Security Agreement (Chattels and Crops)."
- \_\_\_\_\_ 60. Form FmHA 440-15, "Security Agreement (Insured Loan to Individuals)."
- \_\_\_\_\_ 61. Form FmHA 427-4, "Transmittal of Title Information."
- \_\_\_\_\_ 62. Form FmHA 427-9, "Preliminary Title Opinion."
- \_\_\_\_\_ 63. Form FmHA 427-13, "Waiver of Encumbrances, Exceptions and Reservations."
- \_\_\_\_\_ 64. Form FmHA 427-5, "Affidavit of Borrowers (or Transferees)."
- \_\_\_\_\_ 65. Form FmHA 427-6, "Affidavit of Sellers (or Transferors)."
- \_\_\_\_\_ 66. Form FmHA 427-8, "Agreement with Prior Lienholder."
- \_\_\_\_\_ 67. Form FmHA 441-12, "Agreement for Disposition of Jointly Owned Property."
- \_\_\_\_\_ 68. Form FmHA 443-17, "Agreement to Sell Nonessential Real Estate."
- \_\_\_\_\_ 69. Form FmHA 440-26, "Consent and Subordination Agreement."
- \_\_\_\_\_ 70. Form FmHA 441-5, "Subordination Agreement."
- \_\_\_\_\_ 71. Form FmHA 441-10, "Nondisturbance Agreement."
- \_\_\_\_\_ 72. Form FmHA 443-16, "Assignment of Income from Real Estate Security."

- 73. Form FmHA 441-8, "Assignment of Proceeds from the Sale of Agricultural Products."
- 74. Form FmHA 441-13, "Division of Income and Nondisturbance Agreement."
- 75. Form FmHA 441-17, "Certification of Obligation to Landlord."
- 76. Form FmHA 441-18, "Consent to Payment of Proceeds from Sale of Agricultural Products."
- 77. Form FmHA 441-25, "Assignment of Proceeds from the Sale of Dairy Products and Release of Security Interest."
- 78. Crop Insurance - Assignment of Indemnity.
- 79. ASCS Assignment.
- 80. Form FmHA 1940-17, "Promissory Note."
- 81. Form FmHA 440-9, "Supplementary Payment Agreement."
- 82. Form FmHA 402-1, "Deposit Agreement."
- 83. Form FmHA 402-2, "Statement of Deposit and Withdrawals."
- 84. Form FmHA 440-45, "Nondiscrimination Certificate (Individual Housing)."
- 85. Form FmHA 427-1, "Real Estate Mortgage."
- 86. Warranty Deed.
- 87. Form FmHA 427-10, "Final Title Opinion."
- 88. Form FmHA 427-17, "Loan Closing Statement."
- 89. Form FmHA 1940-59, "Settlement Statement."
- 90. Form FmHA 2006-20, "Classification of FP Borrower Account."

LOAN CLOSING CONDITIONS - SECURITY FOR LOAN:

PROCESSED BY: \_\_\_\_\_ APPROVING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FORM FmHA 1940-1, "REQUEST FOR OBLIGATION OF FUNDS."

Total Loan		Purpose	SBA
\$ _____	Immediate Advance	_____	_____
\$ _____	FP _____	_____	_____
\$ _____	FP _____	_____	_____
\$ _____	FP _____	_____	_____

FORM FmHA 1940-17, "PROMISSORY NOTE"

ESTIMATED CLOSING DATE & FACTOR \_\_\_\_\_

NUMBER OF INSTALLMENTS \_\_\_\_\_ INTEREST RATE \_\_\_\_\_

DATE OF INSTALLMENT	PRINCIPAL SCHEDULE	TOTAL SCHEDULED INSTALLMENT	ACCRUED INTEREST	UNPAID ACCRUED INTEREST	PRINCIPAL BALANCE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FINAL INSTALLMENT, IF APPLICABLE \_\_\_\_\_

TOTALS \$ \_\_\_\_\_ \$ \_\_\_\_\_